



RUGBY SCHOOL  
JAPAN

# Finance and Fees Policy 2024-2025

Version 1.4

## 1. Fees

1.1 As the school is operated on an annual basis, all fees at Rugby School Japan (RSJ) are subject to annual review. An updated Schedule of Fees will be published and circulated before 31 May each year. RSJ reserves the right to update and renew this Finance and Fees Policy.

1.2 The Schedule of Fees for the 2024-25 Academic Year, which are also published on the school [website](#), are as follows:

RSJ Fee Category		Fees (2024-25) JPY
Annual Tuition Fees	Year 7	4,500,000
	Year 8 & Year 9	4,750,000
	Year 10 & Year 11 (IGCSE)	5,300,000
	Year 12 & Year 13 (A-Level)	5,500,000
Annual Boarding Fees	Full (7-day) Boarding Fee	3,200,000
	Weekly (5-day) Boarding Fee	2,900,000
Other Fees	Application Fee	40,000
	Enrolment Fee	500,000
	School Development Fee	500,000
	Annual Facility Maintenance Fee	500,000

1.3 A Security Deposit may be payable at the time of enrolment and, if payable, is to be remitted together with the Enrolment Fee in order to secure the pupil's place of offer.

1.3.1 This deposit will be held by RSJ throughout the pupil's time at RSJ, does not bear interest, and will be refunded when the pupil leaves the school (either on or before graduation).

1.3.2 RSJ reserves the right to use part or all of the deposit against all or part of to offset any unsettled fees the parents/guardians of a pupil may have when the pupil leaves the school. The parents/guardians of the pupil are required to further settle any remaining unsettled amount unable to be fully paid for with the Security Deposit.

1.3.3 Enrolment at RSJ means that the school will invest in academic resources for that pupil. If parents/guardians cancel their child's enrolment after the Enrolment Fee and Security Deposit has been paid, but before their child joins RSJ, the Security Deposit will not be refunded.

### 1.4 One-Time Fees

#### 1.4.1 Application Fee

Application for admission is conducted through RSJ's [Open Apply Portal](#). The one-time Application Fee is to cover administrative costs associated with processing a candidate pupil's admission to RSJ. Proof of payment of the Application Fee, which is not refundable under any circumstances, must be provided prior to the application being processed.

#### 1.4.2 Enrolment Fee

Subject to successful application, and acceptance of Offer for Admission to RSJ, which is conducted through RSJ's [Open Apply Portal](#), the one-time Enrolment Fee is to cover administrative and educational resources costs associated with a candidate pupil's enrolment at RSJ. Proof of payment of the Enrolment Fee, which is not refundable under any circumstances, must be provided prior to the pupil's enrolment being processed. Should a pupil re-enrol after withdrawing from RSJ, the one-time fees will be required to be paid again.

#### 1.4.3 School Development Fee

Subject to successful application, and acceptance of Offer for Admission to RSJ, which is conducted through RSJ's Open Apply Portal, the one-time School Development Fee is directed to the ongoing growth and development of the educational and co-curricular range of provision at RSJ. Proof of payment of the School Development Fee, which is not refundable under any circumstances, must be provided prior to the pupil's enrolment being processed.

### 1.5 Early Payment Discount Programme

As part of Rugby School Japan's commitment to providing financial flexibility for families, RSJ offers an Early Payment Discount Programme to encourage early payment of Annual Tuition and Boarding Fees. RSJ will review the Early Payment Discount provision and percentages periodically. This programme is available under the following conditions:

#### 1.5.1 For Newly Enrolled Pupils

- A 10% discount is available for new enrolments when full payment is made between 1 January and 31 March prior to the commencement of the Academic Year.
- A 5% discount is available for new enrolments when full payment is made between 1 April and 31 May prior to the commencement of the Academic Year.

This discount applies to the Annual Tuition Fee and Boarding Fee only.

#### 1.5.2 For Existing Pupils

- A 3% discount is available for existing pupils when the full annual payment is made between 1 April and 31 May prior to the commencement of the Academic Year.

This discount applies to the Annual Tuition Fee and Boarding Fee only.

#### 1.5.3 Conditions

- The Discount applies to full Annual payment only; Termly payments plans are not eligible.
- New pupils will be sent an Early Payment Discount Programme sign-up form together with their Offer Letter, whereas Existing Pupils will be reminded to sign-up prior to April.
- By signing up, parents agree to be invoiced according to the Discount Programme for the rest of their child(ren)'s time at RSJ, unless they subsequently write to the Accounts Department to request a reversion to the standard payment schedule.
- Delayed payment of an invoice may result in the Discount being lost and parents invoiced for the difference in amount.
- For those families receiving a sibling discount, the Discount can only be applied to child(ren) not receiving the Sibling Fee Remission (refer to Section 11).
- Scholars and recipients of other financial aids or discounts can make a written request to join the Early Payment Discount Programme when they accept their Scholarship, financial aid or discount, no less than two weeks before the Programme's stipulated payment deadline. The Programme's percentage discount shall be effective on their net Annual Tuition Fee and Boarding Fee payable after the Scholarship, financial aid or discount has been applied.

### 1.6 Mandatory Periodic Charges

#### 1.6.1 Annual Tuition Fees

Annual Tuition Fees include RSJ's academic tuition, curriculum trips to domestic destinations, events and sports fixtures, and all other core academic provisions within Japan.

1.6.1.1 Annual Tuition Fees are inclusive of School Clubs and co-curricular programmes delivered by RSJ staff.

1.6.1.2 External Co-curricular Programmes arranged by RSJ but provided by third parties and that take place on or off campus during/after school and at weekends and/or holidays are optional and may incur additional fees payable to third party service providers directly.

### 1.6.1.3 Learning Support

Pupils may sign up for additional Learning Support programmes (including English as a Foreign Language (EFL)). A pupil may be deemed by RSJ's Senior Leadership Team (SLT) to require additional Learning Support. Additional Learning Support will only be provided after confirmation and approval by the parent/legal guardian of the pupil, and may incur additional fees.

### 1.6.2 Annual Boarding Fees

Annual Boarding Fees include a boarding pupil's lodging, tutoring and supervision outside school lessons, room cleaning, linen changes and laundry.

### 1.6.3 Annual Facility Maintenance Fee

The Facility Maintenance Fee is directed to the ongoing maintenance, repair and improvement of the RSJ campus and learning environment.

1.7 Where applicable, the fees for the following items will be charged separately from the fees listed in 1.2:

- By RSJ
  - Learning Support Fees
  - Externally Assessed Tests and Examinations (including IGCSE and A levels)
  - Holiday Schools
  - Special Programmes and Workshops
  - Optional domestic and international co-curricular activities
  - Optional school arranged events
  - Insurance (e.g. travel, etc.)
- By Respective Vendor
  - External Co-Curricular Programmes
  - Meals (lunch for day pupils, and breakfast, lunch and dinner for boarding pupils)
  - All compulsory and optional school uniforms garments and items

## 2. Contribution

2.1 As an educational institution, RSJ welcomes donations or in-kind support to further the growth and development of the school from both corporations and individuals.

## 3. Due Dates

3.1 Due dates for different fee categories are as follows:

### 3.1.1 Upon Application via RSJ's Open Apply Portal

- Application Fee

### 3.1.2 Upon Acceptance of Admission Offer via RSJ's Open Apply Portal

- Enrolment Fee
- School Development Fee

### 3.1.3 Within three (3) weeks of invoice date

- Annual Tuition Fees
- Annual Boarding Fees
- Annual Facility Maintenance Fee
- External Co-Curricular Programmes
- Learning Support Fees
- Externally Assessed Tests and Examinations (including IGCSE and A levels)
- Holiday Schools
- Special Programmes and Workshops
- Optional domestic and international co-curricular activities
- Optional school arranged events
- Insurance (e.g. travel, etc.)
- Out-of-pocket medical expenses (including transportation expenses, if any) when a school nurse(s) accompanies a pupil to receive medical care at a medical centre outside of school

- Other expenses that may arise

3.2 Parents are responsible for all bank transfer/remittance fees, whether domestic or international.

3.3 It is expected that all One-Time Fees and Mandatory Periodic Charges invoices are paid in full in a single payment to ensure the healthy financial operation of the school.

3.4 Termly payment of Annual Tuition Fees and Annual Boarding Fees is available and is subject to a 2% surcharge.

3.5 A pupil enrolling after the start of a Term will be charged pro-rata Termly Tuition, Boarding (if applicable) and meal (see section 7 below) fees based on the number of remaining weeks of the Term. Any part of a week of school attendance is calculated as one week. These fees will be invoiced Termly for any subsequent Terms of the academic year, and parents can choose Annual payment from the following Academic Year.

#### **4. Payment Methods**

4.1 There are two (2) payment methods accepted at RSJ as follows.

4.1.1 The following fees are paid through our secure payment platform, Flywire. The payment method for payers based in Japan is bank transfer; and, for payers based overseas, local payment option(s) Flywire offers in each country.

- Application Fee
- Enrolment Fee
- School Development Fee
- Annual or Termly Tuition Fees
- Annual or Termly Boarding Fees
- Annual Facility Maintenance Fee
- External Co-Curricular Programmes
- Learning Support Fees
- Externally Assessed Tests and Examinations (including IGCSE and A levels)
- Holiday Schools
- Special Programmes and Workshops
- Optional domestic and international co-curricular activities
- Optional school arranged events
- Insurance (e.g. travel, etc.)

4.1.2 Credit Card payment is accepted for the following:

- School Merchandise and other items that can be purchased from the school online shop or on-campus shop

#### **5. Enrolment Cancellation, Late Settlement or Failure of Payment**

5.1 RSJ reserves the right to impose a Late Payment Fee for outstanding fees in the event of failure to settle the payment by the due date. Payments beyond the due date will incur a Late Payment Fee of 14.6% per year.

5.2 In the event of late settlement or failure of payment, the pupil's place may be offered to candidates on the waiting list, and this may result in automatic dismissal.

5.3 Repeated late payment or failure to pay for fees by the due date, and/or accumulation of several periods of unsettled accounts, may result in the pupil's dismissal from the school.

#### **6. Refund Policy**

6.1 As the school is operated on an annual basis, after a payment has been made, regardless of fee category, fees are non-refundable.

6.2 If RSJ has made an overcharging error in fee calculations, the difference between the error amount and actual amount will be confirmed and remitted back to the parent's designated bank account without interest.

6.2 RSJ is unable to offer make-up lessons for absent days.

6.3 In the event of circumstances beyond RSJ's reasonable control, including but not limited to a state of emergency declaration, acts of government imposing travel or work restrictions, quarantines or trade embargoes, war, terrorism, earthquakes, plagues, epidemics or pandemics, extraterrestrial activity, extreme weather such as heavy rain, snow, typhoon, hurricanes or other natural disasters, the school may need to be closed temporarily. Undelivered lessons during such temporary closure will not be subject to refund or make-up lessons.

6.3.1 RSJ will carefully gather information from relevant authorities, specialists and public media, and will endeavour to resume school in the shortest possible time, and/or to maintain continuity of pupils' academic learning via Online and Remote Learning (ORL). RSJ reserves the right to make all final decisions pertaining to temporary closure and when/how to resume normal school operations.

## 7. Meals

7.1 RSJ contracts out its catering to a professional third-party vendor to provide meals at school. The costs of meals for the upcoming Academic Year is published by RSJ each year alongside school fees. RSJ collects meal fees on behalf of the vendor, and the funds are transferred to the latter accordingly.

## 8. Enrichment Programmes

8.1 RSJ may arrange several Enrichment Programmes at North Peak in Hokkaido throughout the year. Depending on the age group, the frequency of travel and the length of each Enrichment Programme may differ.

8.2 Tuition Fees are inclusive of the tuition, travel, insurance, and accommodation for these Enrichment Programmes.

## 9. Financial Notice Requirements for Withdrawal

9.1 For termly fee paying families, in the event that a family wishes to withdraw their child from RSJ, a full Academic Term's notice in writing to the Principal is required, and a full Academic Term's tuition fees are due. The following cut-offs apply:

9.1.1 Notice to withdraw given in the 1st Term (including on the day before the start of the 2nd term):  
2nd Term tuition fees are due

9.1.2 Notice to withdraw given in 2nd Term (including on the day before the start of the 3rd term):  
3rd Term tuition fees are due

9.1.2 Notice to withdraw given in 3rd Term (including on the day before the start of the next Academic Year):  
1st Term tuition fees of next Academic Year are due

9.2 For Annual Fee paying families, in the event that a family wishes to withdraw their child from RSJ, a full Academic Term's notice by the last day of the 2nd Academic Term at the latest, and in writing to the Principal, is required. If notice for withdrawal is given beyond this date, then the 1st term's tuition fees for the next academic year are due.

## 10. Sibling Fee Remission

10.1 A family's eldest child will receive:

- 5% remission of Tuition Fees and Boarding Fees (if applicable) **if one (1) other siblings is enrolled** (a total of 2 (two) siblings) [*applicable from the 2025-26 Academic Year*];
- 15% remission of Tuition Fees and Boarding Fees (if applicable) **if two (2) other siblings are enrolled** (a total of 3 (three) siblings);
- 30% remission of Tuition Fees and Boarding Fees (if applicable) **if three (3) other siblings are enrolled** (a total of 4 (four) siblings).

10.2 Scholars and recipients of any other financial aids or discounts are not eligible for this Fee Remission.

RSJ reserves the right to periodically review and amend this Finance and Fees Policy as necessary.

Date: March 2025